

**MINUTES OF A REGULAR MEETING OF
THE TORRANCE LIBRARY COMMISSION**

1. **CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, September 13, 2010, in the Katy Geissert Civic Center Library Community Meeting Room.

2. **ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**

Present: Commissioners Ravine, Ross, Sargent, Sheldon, Stapleton and Chairperson Gerber.

Absent: Wasserman (Departed at 7:20 p.m. - excused-see below).

Also Present: Acting Principal Librarian Deleat; Youth Services Librarian Van Vranken; Friends of the Library Representative Covey; and Youth Council Representatives Villalobos and Tsay.

Noting his intent to depart the meeting shortly after it begins, Commissioner Wasserman requested an excused absence to take his son, Asher Wasserman, home.

MOTION: Commissioner Sheldon moved to grant Commissioner Wasserman an excused absence from the meeting. The motion was seconded by Commissioner Sargent and passed by unanimous voice vote.

Commissioners Sheldon and Stapleton requested excused absences from the regularly scheduled Library Commission meeting on October 11, 2010.

MOTION: Commissioner Ross moved to grant Commissioners Sheldon and Stapleton excused absences from the regularly scheduled Library Commission meeting on October 11, 2010. The motion was seconded by Commissioner Sargent and, there being no objection, it was so ordered by Chairperson Gerber.

3. **FLAG SALUTE**

Chairperson Gerber led the Pledge of Allegiance.

4. **APPROVAL OF MINUTES**

4a. **MINUTES OF THE AUGUST 9, 2010 LIBRARY COMMISSION MEETING**

MOTION: Commissioner Sargent moved for the approval of the August 9, 2010 Library Commission meeting minutes as written. The motion was seconded by Commissioner Sheldon and passed by unanimous voice vote.

NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

On behalf of the Friends of the Torrance Library, Teresa Covey reported on the Friends' large book inventory; their upcoming hard book sale on October 15th and 16th; and the reduced level of Friends' volunteers.

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At this time, Youth Council Representatives Brendon Villalobos, Bishop Montgomery High School, and Serena Tsay, CAMS, introduced themselves. Representative Villalobos reported on Youth Council activities, including their first meeting of the school year; leadership training; and upcoming Youth Council elections.

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5b. 2010 SUMMER READING PROGRAM STATISTICS AND DEBRIEFING

Referring to written material of record distributed at the meeting, Youth Services Librarian Van Vranken gave a detailed report on the success of the 2010 "Make a Splash" Summer Reading Program. She expressed appreciation for the Friends of the Torrance Library's and the Library Commission's support of the Program; the Youth Council's assistance, particularly with the Reading and Writing Partners; and the incentives provided by the many sponsors. Ms. Van Vranken noted the 2011 Summer Reading Program theme entitled, "One World, Many Stories."

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Commissioner Wasserman and Youth Services Librarian Van Vranken departed the meeting at 7:20 p.m.

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5c. COMMISSIONER TRAINING CERTIFICATION

5c1. Chair and Vice-Chair – Thursday, September 23, 2010 and

5c2. New Applicants – Wednesday, October 27, 2010

Chairperson Gerber noted the re-certification training scheduled for Torrance commission chairmen and vice-chairmen on September 23, 2010 and the commissioner certification training on October 27, 2010. She and Commissioner Stapleton explained commissioner re-certification and State-mandated ethics training requirements.

The Commission agreed that Library Commissioners required to participate in re-certification training will be notified by the City via mail.

With regard to the "City of Torrance Local Appointments List-Terms Expiring January 15, 2011" (of record, in agenda packets), Chairperson Gerber observed that there will be at least one vacancy on the Library Commission. She suggested that her fellow Commissioners encourage individuals they know interested in the position to apply.

5d. **Possible Cancellation of November and/or December Library Commission Meetings**

Chairperson Gerber recalled that, at a previous meeting, Commissioner Sheldon asked to discuss the idea of cancelling the regularly scheduled Library Commission meetings in November and December 2010.

Commissioners Stapleton, Sargent and Ross indicated that they are unable to attend the Library Commission meeting in November.

The Commission agreed to cancel the regularly scheduled Library Commission meeting in November and to continue discussion of cancelling the meeting in December to the next meeting. The following motion was offered:

MOTION: Commissioner Ross moved to cancel the regularly scheduled Library Commission meeting in November 2010. The motion was seconded by Commissioner Stapleton and passed by unanimous voice vote, absent Commissioner Wasserman.

6. **UNFINISHED BUSINESS**

6a. **LIBRARY COMMISSION ANNUAL REPORT**

Chairperson Gerber pointed out that the amended Library Commission Annual Report was approved last month.

6b. **CALIFORNIA LIBRARY ASSOCIATION/CALIFORNIA SCHOOL LIBRARY ASSOCIATION COMBINED CONFERENCE NOVEMBER 12-15, 2010**

6b1. **Commissioners Stapleton and Sargent Attending and Flight Preferences**

Commissioner Stapleton explained that, due to the poor economic climate, she will not be attending the California Library Association/California School Library Association combined conference on November 12-15, 2010. Commissioner Sargent, who was also scheduled to attend the Conference, agreed with Commissioner Stapleton's decision.

The Commission concurred. Commissioner Stapleton will notify Library staff.

6c. **JOINT MEETING WITH CITY COUNCIL TUESDAY, SEPTEMBER 21, 2010**

6c1. **Review Agenda**

The Commission reviewed the draft agenda for the joint meeting with the City Council on September 21, 2010, 5:30 p.m.

Providing input about a recent conversation she had with a Councilmember, Commissioner Stapleton recommended that, during the joint meeting, the Library Commission update the Council on the importance of providing computer/internet services in libraries and on the importance of the library's role in the community. She voiced her impression that, at joint meetings with commissions, the Council prefers to hear more from commissioners than staff.

The Commission agreed that the importance of providing computer/internet services in libraries and the importance of libraries in the community should be discussed under the "Structured Exchange" portion of the joint meeting with the Council.

Acting Principal Librarian Delegat affirmed that staff will obtain information on the cost of providing internet services in libraries.

The Commission agreed to modify Item V, Discussion of Library Operations, Facilities and Programs, on the agenda for the joint meeting with the City Council on September 21, 2010, as follows:

- a. Friends of the Torrance Library
- b. Homework Helpers – Youth Council
- c. Technology Projects' Update and Demonstration of Career Transitions
- d. How Libraries Stack Up: 2010
- e. Structured Exchange

It was agreed that the Commissioners will discuss items as follows:

Broadband and Computers/Internet	Chairperson Gerber
Goal Setting	Commissioner Stapleton
Library Programs	Commissioner Sargent
E Books	Commissioner Sheldon
Library Volunteers	Commissioner Ravine

MOTION: Commissioner Sheldon moved to approve the agenda for the joint meeting with the City Council on September 21, 2010 as revised during the meeting. The motion was seconded by Commissioner Ross and passed by unanimous voice vote, absent Commissioner Wasserman.

Commissioner Ross noted his inability to attend the joint meeting with the Council.

Chairperson Gerber verified for Commissioner Stapleton that access to Power Point will be requested for the joint meeting with the Council.

6c2. **Refreshments' Menu and Budget**

Commissioner Stapleton related her understanding that the City's revenue is down and she, therefore, entertained the idea of foregoing refreshments for the joint meeting with the City Council on September 21, 2010.

The Commission agreed to provide refreshments consisting of salad, sandwiches and cookies, at a cost not to exceed \$200.00, for the joint meeting with the Council on September 21, 2010. At this time, the Commission also agreed to have a potluck in lieu of purchasing refreshments for the Commission goal setting meeting on September 20, 2010 (See Agenda Item No. 6d, Page 5).

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Youth Council Representative Villalobos departed the meeting at 7:50 p.m.

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MOTION: Commissioner Stapleton moved that the Library Commission shall provide refreshments for the joint meeting with the City Council on September 21, 2010, at a cost not to exceed \$200.00. The motion was seconded by Commissioner Sheldon and passed by unanimous voice vote, absent Commissioner Wasserman.

6c3. **Room Set Up**

Acting Principal Librarian Deleat presented a drawing of the room set up for the joint meeting with the City Council in 2007.

After reviewing the drawing, the Commission agreed that the general configuration used in 2007 should be used for the joint meeting with the Council on September 21, 2010.

MOTION: Commissioner Stapleton moved to approve the basic configuration used in 2007 for the joint meeting with the City Council on September 21, 2010. The motion was seconded by Commissioner Ross and passed by unanimous voice vote, absent Commissioner Wasserman.

6d, **LIBRARY COMMISSION GOAL SETTING MEETING ON SEPTEMBER 20, 2010**

6d1. **Agenda**

Commissioner Stapleton distributed a tentative agenda for the Library Commission goal setting meeting on September 20, 2010, 6:00 p.m., in KGCCCL Polly Watts Story Theater.

After the Commission reviewed the tentative agenda, the following motion was offered.

MOTION: Commissioner Ross moved to approve the agenda for the Library Commission goal setting meeting on September 20, 2010. The motion was seconded by Commissioner Sargent and passed by unanimous voice vote, absent Commissioner Wasserman.

The Commission agreed to have a potluck in lieu of purchasing refreshments for the Commission goal setting meeting on September 20, 2010.

Commissioner Ross related his inability to attend the goal setting meeting.

Acting Principal Librarian Deleat verified that the agenda for the Library Commission goal setting meeting will be posted 72 hours in advance of the meeting. She requested input on the preferred seating arrangement for the meeting.

The Commission agreed to a semicircle configuration and noted the need for marking pens, a table for food and tape/push pins.

6d2. **Adjourn to September 21, 2010**

Chairperson Gerber advised that the goal setting meeting should be adjourned to the joint meeting with the City Council on September 21, 2010, 5:30 p.m.

6e. **North Torrance Library Open House on September 16, 2010**

Acting Principal Librarian Delegat distributed a flyer for the open house at the North Torrance Library on Thursday, September 16, 2010, 2:00 p.m. to 4:00 p.m. She mentioned that Exxon/Mobil will attend the open house and that the City's Cable Television Department might want to interview Library Commissioners in attendance.

7. **STANDING COMMISSION COMMITTEE REPORTS**

7a. **Torrance Public Library Foundation (TPLF)**

None.

7b. **Southern California Library Cooperative (SCLC)**

None.

8. **MONTHLY DEPARTMENT REPORT**

Acting Principal Librarian Delegat shared information on the following programs recently held at Torrance libraries: Meet Stan Chambers; Brain Games for Grown-Ups; and Stitch Bracelet Craft.

9. **ORAL COMMUNICATIONS**

9a. Commissioner Sargent provided information about programs at Torrance libraries she recently attended: "Meet the Astronaut Program" by Dick Richards and "Gardening with the Senses" by Bart O'Brien. She noted a recent Daily Breeze article regarding a Torrance Public Library Facebook page with links to literary articles.

9b. Friends of the Torrance Library Representative Teresa Covey called to Eric Lynxwiler's excellent program, "Knott's Preserved: from Boysenberry to Theme Park – the History of Knott's Berry Farm."

9c. Commissioner Ravine commented on the outstanding "Car Theme Day in the Park" program he attended at Henderson Library. He commended the lectures and discussion groups offered in Torrance libraries this year.

9d. Acting Principal Librarian Delegat requested assistance in staffing the library booth at the 18th Annual Find the Library at the Health and Resource Fair presented by the Salvation Army Adult Day Care and the City of Torrance on September 18, 2010.

Commissioner Sargent volunteered to help.

9e. Chairperson Gerber called attention to David Hamlin and Brett Arean's upcoming presentation on their "Los Angeles' Original Farmers' Market" on September 22, 2010, sponsored by the Friends of the Torrance Library.

9f. Acting Principal Librarian Delegat verified for Commissioner Sargent that the monthly movie presentation on September 25, 2010 will be the "Mask of Zorro."

9g. Acting Principal Librarian Deleat reported that former Torrance library staff member Sherry Lovato passed away on Friday, September 10, 2010. Library staff will notify the Library Commissioners regarding arrangements.

10. **ITEMS FOR THE NEXT LIBRARY COMMISSION MEETING**

The Commissioners (absent Commissioner Wasserman) agreed to place the following items on the agenda for the next Library Commission meeting:

- Continued Discussion of Going Dark in December
- Follow Up on Goal Setting Meeting and Joint Meeting with the City Council
- Youth Council (under New Business)
- Brief Summary on the Open House at the North Torrance Library
- Standing Commission Reports
- Brief Report on Training for Commission Chairmen
- Brief Report on CLA's "Snap Shot Day"

11. **ADJOURNMENT**

MOTION: Commissioner Ross moved to adjourn to Monday, September 20, 2010, 6:00 p.m., at Katy Geissert Civic Library, Polly Watts Story Theater, 3301 Torrance Boulevard, for a Commission goal setting meeting. The motion was seconded by Commissioner Sargent and it was so ordered without objection by Chairperson Gerber, absent Commissioner Wasserman.

It was noted that there would be a Joint meeting with City Council on September 21, 2010 in the Meeting Room at 5:30 0.m.

Approved as Amended October 12, 2010 s/ Sue Herbers, City Clerk
